



Job Announcement

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Opening Date:	May 11, 2015	Closing Date:	May 26, 2015
Job Title:	Fiscal Account Tech I/II	Position Type:	Regular Full Time
PIN:	000933	FLSA Status:	Non-Exempt
Location:	District 5, Prince George's County Upper Marlboro, Maryland	Grade/Salary Range:	Level I - J7 \$32,674 - \$38,760 Level II - J8 \$34,720 - \$41,234
Financial Disclosure:	No		

Essential Functions: Maintains control and subsidiary accounts receivable ledgers (Excel) for non-mats deferred and bad check accounts. Verifies the Commissioners cash bond receipts in the daily ledger and verifies against their cash bond transmittal. Balances all accounts on a daily basis. Meets month end closing deadline. Verifies and compares data on various deferred criminal accounts for accuracy. Clarifies questionable payment reports with judges. Checks cashier payment pages in the Criminal mainframe for payments on deferred criminal cases. Prepares end of the month statistical information, including an Excel report, Foxpro and JIS report. Processes overdue payment reports on a daily basis. Marks overdue deferred cases on report and submit to set show cause. Note overdue cases in Foxpro. Enter narrative of date and courtroom number for court appearance into Foxpro detail and mark in master screen. Create bad check accounts for all but traffic cases. Sends correspondence to appropriate supervisor and letters to defendants.

Education: High School Diploma or GED

Experience: **Level I** - Two years of fiscal or accounting experience reviewing, verifying, recording, adjusting and balancing financial transactions.

Level II - Three years of fiscal or accounting experience; one year of experience must be reconciling agency accounting systems to fiscal control systems or developing automated spreadsheets, ledgers and reports using accounting software packages or identifying budget trends and recommending budget realignments.

Note: Six college credits in accounting from an accredited college or university may be substituted for one year of the required experience.

Skills/Abilities: Knowledge of the capabilities and applications of commonly used automated accounting software packages. Knowledge of governmental budget methods and procedures related to expenditure projection and monitoring. Knowledge of the principles and practices of bookkeeping. Knowledge of the organization of common books of accounts and the process of monitoring financial records. Skill in researching discrepancies in accounting and budgetary data and making necessary adjustments. Skill in using automated accounting software packages. Ability to perform and solve complicated mathematical calculations. Ability to identify interrelationships and trends in financial data and reports. Ability to implement automated accounting software packages. Ability to set up and maintain spreadsheets and ledgers. Ability to develop report formats and prepare financial reports. Ability to communicate effectively. Ability to establish and maintain effective working relationships with agency fiscal staff, program managers, grantees and representatives of fiscal control agencies. Ability to perform all essential functions of the position.

All applicants must complete a Maryland Judiciary Employment Application to be considered for this position (unsigned applications will not be accepted.)

Materials must be received in the Human Resources Office at the address below by 4:30 p.m. on the closing date. The Human Resources Department will not be responsible for applications/resumes sent to any other address.

Maryland Judiciary
Human Resources Department
580 Taylor Ave., Bldg. A-1
Annapolis, MD 21401
Email: jobs@mdcourts.gov (Zip files not accepted)

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.